



City of Lafayette Staff Report Senior Services Commission



Meeting Date: April 24, 2025

Staff: Jonathan Katayanagi, Parks, Trails & Recreation Director

Subject: Age Friendly Project Proposal Form

Background

As the Senior Services Commission continues its transition from an advocacy-based body to one more engaged in implementation and coordination, there is a growing need for a consistent process to bring forward, assess, and track projects and initiatives. Many of these efforts originate from the Age-Friendly Action Plan, drafted by the Commission and adopted by the City Council.

The new Project Proposal Form, attached to this report, provides a mechanism for individual Commissioners or small groups (no more than three Commissioners, per Brown Act limitations) to outline a proposed project, identify needed resources, and suggest potential partners. It also allows staff and the Commission to better plan for budget needs, grant opportunities, and alignment with broader City Council goals.

Discussion

The Project Proposal Form is designed to:

- Encourage proactive Commissioner engagement in implementing Age-Friendly goals.
- Facilitate structured review and prioritization of projects during public Commission meetings.
- Clarify staffing, budget, and resource implications early in the planning process.
- Support collaboration with outside organizations and City departments.
- Ensure compliance with the Brown Act by limiting Commissioner teams to three members per project.

Budget and Funding Considerations

Proposals requiring City funding will need to be grouped and reviewed during the annual budget development cycle. Staff recommends that the Commission consider prioritizing projects with financial implications in advance of each fiscal year to inform funding requests submitted to City Council. Projects that may require external funding may also be referred to the City's contract grant consultant, who can monitor opportunities and assist in identifying potential funding sources.

Operational Coordination

Even projects without direct financial needs may involve a high level of coordination with City staff, local organizations, or regional partners. As the Commission shifts toward operational responsibilities, Commissioners may be designated as liaisons or project coordinators to oversee such efforts and provide regular updates to the full Commission.

Alignment with Council Goals

Proposals that support City Council priorities—such as wildfire safety, emergency preparedness, or fiscal sustainability—may be considered for expedited or enhanced support. Commissioners are encouraged to consider Council goals and strategic initiatives when developing proposals.

Next Steps

- Staff will present and distribute the Project Proposal Form at the meeting.
- Commissioners interested in advancing specific Age-Friendly initiatives are encouraged to complete and submit forms to staff for inclusion on future meeting agendas.
- The Commission may consider forming a standing subcommittee or working group to review and prioritize funding-related proposals on an annual basis.

Recommendation

Staff recommends that the Senior Services Commission review and adopt the use of the **Age-Friendly Project Proposal Form** as a standardized tool for Commissioners to bring forward project ideas and action items related to the Lafayette Age-Friendly Action Plan. This form will help structure project development, clarify resource needs, and ensure alignment with City processes and priorities.

Attachments:

1. DRAFT Age-Friendly Project Proposal Form

LAFAYETTE SENIOR SERVICES COMMISSION

AGE-FRIENDLY PROJECT PROPOSAL FORM



Purpose:

Senior Services Commissioners may use this form to bring forward projects or action items from the Lafayette Age-Friendly Action Plan for consideration at a Senior Services Commission meeting. Proposals may be reviewed and discussed by the full Commission. If a project is accepted, Commissioners may provide updates on progress at subsequent meetings.

Commissioners are encouraged to collaborate on projects; however, due to Brown Act regulations, no more than three Commissioners may work together on a single project to avoid forming a quorum outside of public meetings.

Commissioner Name(s):

Please list all participating commissioners – up to 3 maximum

1. _____

2. _____

3. _____

Project Title:

Related Age-Friendly Action Plan Goal/Action Item:

Please reference the specific goal or strategy from the Age-Friendly Plan

Brief Project Description:

Outline the purpose of the project and what you hope to accomplish

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Project Lead:

Name of the primary contact/lead for the project

Anticipated Partners and Collaborators:

Individuals, organizations, city departments, or community groups you plan to work with

Resources or Support Needed:

List any materials, assistance from City staff, or other support that may be required

Funding Needs (if any):

Provide details on any anticipated budget or funding requests

Proposed Timeline or Milestones:

Include key dates, deadlines, or phases of the project

Planned Outreach and Community Engagement:

Describe how you plan to engage the senior community and other stakeholders

Implementation Steps:

Outline the main steps you will take to execute the project

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Would you like this project added to a future Commission agenda for consideration?

☐ Yes ☐ No

Please submit completed forms to Parks, Trails & Recreation Staff for inclusion in an upcoming Senior Services Commission agenda.